

## PERMIT ASSOCIATE - 3101

### **General Definition of Work:**

Performs intermediate administrative support and responsible technical work in the processing of building and zoning permits; does related work as required. Work is performed under the regular supervision of the Planning Manager.

### **Essential Functions/Typical Tasks:**

**Receiving and processing zoning, building and other constructions permit applications; scheduling inspections; preparing and maintaining associated records and files.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Serves as receptionist, answers telephone and routes calls; takes work tickets for inspections; answers questions and takes complaints from homeowners and contractors.
- Receives, processes and issues building, electrical, mechanical, plumbing, and other permit applications.
- Schedules inspections.
- Issues certificates of occupancy.
- Provides information concerning zoning ordinances.
- Issues zoning permits; explains applicable zoning classifications.
- Takes applications for septic tank permits; gives information on the requirements and preparation for soil evaluations.
- Computes appropriate fees; balances cash drawer; forwards money to finance office.
- Operates office equipment, performs clerical, typing, and filing tasks; orders office and printing supplies.
- Maintains filing system for permits and related documents.
- Conducts transactions with the public in matters requiring a knowledge of rules, procedures, policies, precedents and activities.
- Records completed inspections in computer, ledger book and contractor sheet.
- Notifies utility companies as appropriate.
- Compiles data and information for various reports; distributes reports as required.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

General knowledge of permit processing; general knowledge of standard office methods and procedures, business English, spelling and commercial arithmetic and office management; general knowledge of departmental programs, policies and procedures; ability to perform a considerable volume of detailed record work; ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the public.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and moderate experience in general clerical work involving contact with the public.

### **Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, walking, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **Special Requirements:**

None.

HR title change only 3-5-2014